

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

December 19, 2000

**SUBJECT: MISSING JUVENILE PROCEDURES - REVISED**

**PURPOSE:** Currently, the Department has an established procedure for investigating missing juveniles under the age of twelve. This Order revises the procedure to include any missing juvenile under the age of sixteen and details the investigative requirements for missing juveniles.

**PROCEDURE:** The Department has established procedures for the investigation of missing persons. In the event the missing person is a juvenile under the age of sixteen or is "at-risk," the following procedures now apply.

I. **EMPLOYEE'S RESPONSIBILITY.** When the missing person is a juvenile under 16 years of age, or any person regardless of age who is considered "at-risk," the employee receiving the report shall:

- \* Cause a police unit to be dispatched;
- \* Cause a Citywide crime broadcast to be made;
- \* Complete a Missing/Found Person Investigation, Form 3.16, without delay;
- \* Obtain a DR number from the Area Records Unit in a timely manner;

**Note:** Missing Juvenile Report information must be transmitted to the National Crime Information Center (NCIC) Missing Person System and the California Department of Justice (DOJ) within four hours of the initial report.

- \* If possible, obtain a recent photograph of the missing person; and,
- \* Request a supervisor.

**Note:** "At risk" includes, but is not limited to, a missing person who is the victim of foul play or a crime, is in need of medical attention, has not demonstrated a pattern of running away, is the victim of parental abduction, or is mentally impaired.

The officer conducting the preliminary investigation shall be responsible for the disposition of the call unless specifically relieved by other officers at the direction of the watch commander, Area of occurrence.

**II. SUPERVISOR'S RESPONSIBILITY.** Supervisors assigned to a Missing Juvenile incident shall ensure the following actions are taken:

- A. **Immediate Search.** Supervisors shall ensure an immediate search of the premises and surrounding neighborhood is made when a missing juvenile is under the age of 12 years or when other circumstances indicate the necessity of a search. Supervisors shall determine the necessity of a search when a juvenile is at least 12 years old, but under the age of 16.
- B. **Large Scale Search.** When circumstances indicate the need for an immediate, large scale, organized search for a missing juvenile, the supervisor shall ensure the watch commander of the responsible Area is notified.
- C. **Detailed Log.** Supervisors shall ensure a detailed log of police activities is maintained by the field unit assigned the call whenever the juvenile is under the age of 16 years, or when other circumstances indicate the necessity for its completion.

**III. WATCH COMMANDER'S RESPONSIBILITY.** The watch commander, Area of occurrence, shall decide how often missing juvenile broadcasts shall be made over the police radio and shall cause Communications Division to be notified.

When notified by a supervisor of the need for a large-scale search, the watch commander shall notify the:

- \* Area Commanding Officer;
- \* Watch supervisor, Department Command Post, Communications Division; and,
- \* Operations Support Division detectives.

The watch commander, Area of occurrence, shall ensure the reported information is transmitted to the NCIC Missing Person System and DOJ via the Area Records Unit within four hours of the initial report.

**IV. AREA RECORDS UNIT'S RESPONSIBILITY.** Area Records Unit shall:

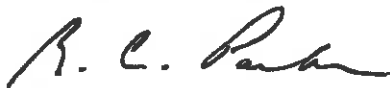
- \* Transmit reported information to the NCIC Missing Person System and DOJ within four hours of the initial report; and,

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- \* Indicate on the Missing Person Investigation, Form 3.16, the date and time that the information was sent to NCIC and DOJ.

**AMENDMENTS:** This Order amends Section 4/712.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Juvenile Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**BERNARD C. PARKS**  
Chief of Police

**DISTRIBUTION "A"**